

**Enrolled Memorandum of the Meeting
Study Session/Meeting
Twenty-Eighth Town Council of Highland
Monday, February 04, 2019**

The Twenty-Eighth Town Council of the Town of Highland, Lake County, Indiana met in a study session on **Monday, February 04, 2019** at 6:40 O'clock P.M., in the regular place, the meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

Silent Roll Call: Councilors Bernie Zemen, Dan Vassar, Steve Wagner, Konnie Kuiper and Mark Herak were present. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

Officials Present: Kathy DeGuilio-Fox, Redevelopment Director; was present.

Additional Officials Present: Ed Dabrowski, IT Consultant (Contract); and Larry Kondrat, Board of Waterworks Directors were present.

Guests: Thomas Brown, CIC, CRM, CWCA, Brown Insurance Agency was also in attendance.

General Substance of Matters Discussed.

1. ***Receive proposal and presentation regarding group dental plan for 2020 from Tom Brown of Brown Insurance Agency.*** Tom Brown of the Brown Insurance Agency presented a comparative proposal from Met Life For Group Dental Insurance. It was noted that the Town Council took steps to renew with United Health Care (UHC) at its meeting of December 10, 2018 to be effective with the term beginning March 1, 2019.

Mr. Brown indicated that the Met Life tried to match the benefit provisions of the current plan as much as possible. It was noted that where there is shared payment by the insured and the plan, UHC pays at the 90th percentile of usual and customary reimbursement. Met Life pays at the 80th. However, while there are some greater costs outside of network, Mr. Brown supposed that with Met Life having a much larger network of participating dentists, some of the differences might not be an issue.

Mr. Brown indicated that the proposal would lock the premiums at the same price for two years, and the savings over the current renewing plan is nearly \$10,000 to the employer.

It was determined that Mr. Brown would try to provide a "disruption report" to express those places that might affect the current workforce. Also, the Clerk-Treasurer would provide the proposal to the Associate Clerk for Payroll and Personnel to review and perhaps pose questions to Mr. Brown for any matter that may arise. The Town Council would review these at its Study Session of February 17, 2019, Presidents Day.

2. ***Discuss adding more members to the 16 member Community Events Commission.*** (see relevant section from Highland Municipal Code, Section 11.15.010(B) provided) The Town Council and the Clerk-Treasurer reviewed the relevant section of the current municipal Code that establishes the Community Events Commission. The discussion reviewed some supplementary material on board and commission structure and governance, reviewing its best practices for sizing commissions. The merits of adding another several positions and its impact on the obtaining quorum were particularly discussed. The possibility of creating an executive committee of the CEC was also discussed.

It was noted that at present, the existing members of the Community Events Commission only suggested adding another member. It was further noted that there was a vacancy in a multi-year position as a legislative appointment.

The Town Council determined to leave the code and structure as it is presently, seek a currently serving member to be appointed to the vacant multi-year position, and appoint a new member to the annual legislative position vacated.

3. ***Discuss the memorandum noting the audit position of the State Board of Accounts on Jury Duty Compensation.*** The Town Clerk-Treasurer the new guidance printed in the September 2018 Cities and Towns Bulletin published by the Indiana State Board of Accounts regarding its audit position on acceptable ways to compensate public employees who are called to Jury Duty.

The Clerk-Treasurer reported that just before the most recent amendment, the Town actually was in compliance with one of two recommended approaches listed in the State Board of Accounts guidance. In short, the audit position is that the public employee cannot take both a full wage from the municipality and retain the Jury fees.

The Town Council reviewed this and the current language in the Compensation and Benefits Ordinance, commonly called "Municipal Employees Handbook". Some councilors expressed concern about requiring 30 or more days employment for an employee to be eligible for the jury duty benefit. The Town Council President asked the Clerk-Treasurer to prepare an amendment that would bring the Jury Duty Leave into compliance and to remove the 30 days requirement in the draft for the Town Council's consideration.

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COMPENSATION – EMPLOYEE TIME OFF FOR JURY DUTY OR AS SUBPOENAED WITNESS

Since there are not any statutory references applying to these situations, the following is the audit position of the State Board of Accounts. Any of the following procedures would be acceptable:

1. The employee could receive the full amount of his/her regular salary and not claim compensation for serving as a juror or a witness.
2. The employee could receive the compensation for serving as a juror or witness and the amount received (excluding mileage reimbursement) could be deducted from his/her regular salary.
3. The employee could receive the full amount of his/her regular salary and then, in turn, turn over the warrant received for serving as a juror or witness to the proper fiscal officer. The fiscal officer would receipt the warrant into the fund from which the regular salary was paid. This procedure would not permit the appropriation to be increased by the amount of the receipt. (This procedure will not be possible if any mileage reimbursement is included in the warrant.)

Current Language for Jury Leave Policy:

§ 5.06 Jury Duty Leave

§ 5.06.01 You will be granted paid time off, to perform your civic duty of serving on a jury or responding to compulsory process. Any full-time employee after 30 calendar days of employment is eligible for jury duty when he/she is summoned to serve on a jury. The pay for your service will be the lesser of your actual time lost from work due to jury service up to eight

hours of regular pay for each day served. The worker may retain any fee or pay received from the court for such service. No subrogation of municipal pay is required.

§ 5.06.02 However, in order to protect the paid time off for this service, the worker should present any proof of attendance or process documents to the worker's supervisor and the office of the Clerk-Treasurer. You are expected to return to work if you do not have to report for jury duty on a scheduled day, or if two or more hours of your regular workday remain before or after jury service. If called for jury duty, immediately present the summons to your supervisor.

4. *Discuss the Inquiry from Community Health System Regarding Occupational Health Services for the Town.* The Town Clerk-Treasurer reported an email inquiry from Mr. Frank Jackson, representing Community Health System seeking a meeting with the leadership of the Town regarding our current occupational health service provider.

The Town Council determined that this should be discussed with the Department Heads and ask if they believe that such a meeting should proceed. Further to ask if the level of satisfaction with the current provider. Based upon this response, the meeting could be scheduled or a polite declining could take place.

There being no further business necessary or desired to be discussed by the Town Council, the regular study session of the Town Council of **Monday, February 04, 2019**, was adjourned at 7:04 o'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer